# Zoom keyboard shortcuts for mac

You can view and edit keyboard shortcuts in your Accessibility settings.

1. Sign in to the Zoom desktop client.
2. Click your profile picture then click **Settings**.
3. Click **Keyboard Shortcuts**.
4. The keyboard shortcuts will appear.

## Editing shortcuts

You can edit a shortcut by clicking on the shortcut and then pressing the shortcut key that you would like to use.

Some of the shortcuts can be used as global shortcuts, meaning they will work even when Zoom is not in focus. To enable a shortcut globally, check the option next to the shortcut.

## Available shortcuts

### General

|  |  |
| --- | --- |
| **Action** | **Keyboard Shortcut** |
| Close the current window | Command(⌘) + W |
| Switch View from portrait to landscape, or vice versa | Command(⌘) + L |
| Switch to the next tab | Ctrl +T |

### Meeting

|  |  |
| --- | --- |
| **Action** | **Keyboard Shortcut** |
| Join Meeting | Command(⌘)+J |
| Start a meeting | Command(⌘)+Control+V |
| Schedule a meeting | Command(⌘)+J |
| Screen share using direct share  <https://support.zoom.us/hc/en-us/articles/214629303> | Command(⌘)+Control+S |
| Mute/unmute audio | Command(⌘)+Shift+A |
| Mute audio for everyone except the host (only available to the host) | Command(⌘)+Control+M: |
| Unmute audio for everyone except host (only available to the host) | Command(⌘)+Control+U |
| Push to talk (when muted) | Space |

### Meeting continued

|  |  |
| --- | --- |
| **Action** | **Keyboard Shortcut** |
| Start/stop video | Command(⌘)+Shift+V |
| Switch camera | Command(⌘)+Shift+N |
| Start/stop screen share | Command(⌘)+Shift+S |
| Pause or resume screen share | Command(⌘)+Shift+T |
| Start local recording | Command(⌘)+Shift+R |
| Start cloud recording | Command(⌘)+Shift+C |
| Pause or resume recording | Command(⌘)+Shift+P |
| Switch between speaker and gallery view | Command(⌘)+Shift+W |
| View previous 25 participants in gallery view | Ctrl+P |
| View next 25 participants in gallery view. | Ctrl+N |
| Show/hide participant panel | Command(⌘)+U |
| Show/hide in-meeting chat panel | Command(⌘)+H |
| Open invite window | Command(⌘)+I |
| Raise/lower hand | Option+Y |
| Gain remote control | Ctrl+Shift+R |
| Stop remote control | Ctrl+Shift+G |
| Toggle the Always Show meeting controls option in General settings | Ctrl+\ |
| Prompt to End or Leave meeting | Command(⌘)+W |

### Meeting continued

|  |  |
| --- | --- |
| **Action** | **Keyboard Shortcut** |
| Enter/exit full screen | Command(⌘)+Shift+F |
| Switch to minimal window | Command(⌘)+Shift+M |
| Show/hide meeting controls | Control +Option+ Command(⌘)+H |

### Chat

|  |  |
| --- | --- |
| **Action** | **Keyboard shortcut** |
| Jump to chat with someone | Command(⌘)+K: |
| Screenshot | Command(⌘)+T |

### Phone

|  |  |
| --- | --- |
| Action | Keyboard shortcut |
| Call highlighted phone number  <https://support.zoom.us/hc/en-us/articles/360027633731> | Ctrl+Shift+C |
| Accept incoming call | Ctrl+Shift+A |
| Decline incoming call | Ctrl+Shift+D |
| End current call | Ctrl+Shift+E |
| Mute/unmute mic | Ctrl+Shift+M |
| Hold/unhold call | Ctrl+Shift+H |

## Index

Most keyboard shortcuts use a combination of keys to achieve the task. In each table we have included the keyboard shortcuts for the most relevant keyboard layout. Below is an index of the alternative keys between Apple and windows keyboards.

|  |  |
| --- | --- |
| **Apple/Mac Key** | **Windows Key** |
| Control | Ctrl |
| Option Option key | Alt |
| Command (cloverleaf) ⌘ | Windows windows key |
| Delete | Backspace |
| Return | Enter |

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